

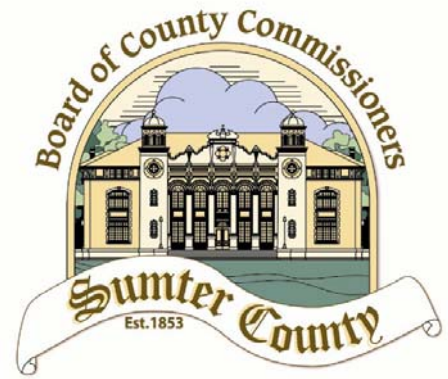
Board of County Commissioners

Division of Planning & Development

Development Review

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APPLICATION REQUIREMENTS FOR

USE/DEVELOPMENT PERMIT – MINOR DEVELOPMENT

Applications for this use/development permit shall include, but is not necessarily limited to the following

Sec. A.2. Use permits.

A.2.1. Minor development.

A.2.1.1. Application form and fee.

- (a) *Application form.* An application form, supplied by the department, containing the following information furnished by the applicant:
 - (1) General.
 - a. The use permit requested (specify permitted, special, conditional or temporary use)
 - b. Name, address and telephone No. of property owner of record.
 - c. Name, address and telephone No. of record property owner's agent or representative, if any.
 - d. Legal description of parent tract, as shown in the public records of Sumter County, and of parcel for which a use permit is requested. Include land areas of both and street address if known.
 - e. General location and directions to property from Sumter County Courthouse.
 - f. Present zoning and existing character of property for which the use permit is requested.
 - g. The proposed land use and a summary of the specific objective(s) of the development in sufficient detail to allow the Director to determine adequacy of request. A brief narrative of the proposed size and occupancy of the proposed development. Include phasing if applicable.
 - h. Signature of applicant (Must be owner of record or agent with written authorization. Evidence of ownership may be required and an applicant shall have written consent of all owners of record)
 - (2) Temporary and special uses. In addition to subsection (1), applications for temporary and special uses shall include the following:
 - a. Present zoning and character of property abutting the property for which the use permit is requested.

- (b) *Application fee.* An application fee, in the amount established in Appendix B of this chapter, shall be submitted with each application.

A.2.1.2. *Conceptual plan.* This is a presentation of the applicants general development plan for such items as land use, location of structures, ingress/egress, streets, drainage and other physical improvements.

(a) *Plan preparation.*

- (1) Any person may prepare the conceptual plan, provided the plan accurately presents the information required herein.
- (2) Plans shall be prepared on not less than 8 1/2" by 11" sheets of bond paper or equivalent.
- (3) The number of plans or sets of plans submitted shall be as follows:
 - a. Permitted use and short temporary use--Two (2) plans at time of submission.
 - b. Special use and long temporary use.
 - 1. One (1) plan at time of submission.
 - 2. Twelve (12) additional plans upon determination of completeness and at least seven (7) days prior to scheduled hearing before approving authority.

(b) *Contents of plan.*

- (1) Project identification. A title block shall be placed in the lower right corner or along the right border of the sheet and should provide the following information:
 - a. Proposed development name, if any.
 - b. The section, township and range in which the property is located.
 - c. The name and address of the property owner and any developer, engineer or land surveyor known to be involved in the development.
 - d. The date of plan preparation in a space that also provides for subsequent plan revision dates.
 - e. Any street address assigned to the property.
- (2) Existing conditions and proposed development. Show existing conditions and proposed development superimposed on a plan of the property's boundaries consistent with the legal description of record. Such plan shall be drawn to a scale of not less than one (1) inch = two-hundred (200) feet, unless otherwise approved by the development review board. North shall be oriented to the top or left edge of the sheet and the drawing shall clearly show or describe, but is not necessarily limited to, the following:
 - a. Existing conditions. Major existing topographic features, natural and man-made, of the project area, shown with broken lines, including:
 - 1. For residential development.
 - a) Approximate center lines of rivers, streams, canals and other watercourses, and location of water management devices such as dikes, pumps, etc.
 - b) Approximate location and extent of 100-year flood prone areas, existing

- c) wetlands and water bodies.
 - d) Approximate location of existing street, drive or railroad right-of-way on or adjacent to the property.
 - e) Approximate location of existing easements or other restrictions on the property, and substance thereof.
 - f) Approximate location and dimensions of existing buildings and other structures.
 - g) Approximate location and major features of existing utility systems on or adjacent to the property, including wells.
 - g) Other man-made or natural features which would affect or be affected by building or development encroachment.
2. For non-residential development.
- a) Existing land contours of an area sufficient to show the proposed developments relationship to its watershed, shown at intervals of not more than five (5) feet (data from the U.S.G.S. topographic survey, or other agencies work, may be used). Existing land contours shown at intervals of not more than one (1) foot, or less, may be required when it serves a specified need.
 - b) Approximate center lines of rivers, streams, canals and other watercourses, and location of water management devices such as dikes, pumps, etc.
 - c) Approximate location and extent of 100-year flood prone areas, existing wetlands and water bodies.
 - d) General drainage patterns.
 - e) Approximate location of existing street, drive or railroad right-of-way on or adjacent to the property.
 - f) Approximate location of existing easements or other restrictions on the property, and substance thereof.
 - g) Approximate location of existing off-street parking and loading and unloading areas.
 - h) Approximate location and dimensions of existing buildings and other structures.
 - i) Approximate location and major features of existing utility systems on or adjacent to the property, including wells.
 - j) Approximate location and nature of existing walls or fences on the property.

- k) Other man-made or natural features which would affect or be affected by building or development encroachment.
 - l) General soil types and estimated normal and wet seasonal ground water levels.
 - m) Approximate location and identification of existing chemical or fuel storage tanks, above and below ground.
 - n) Approximate location and identification of existing hazardous materials stored on site.
- b. Proposed development. Show all of the following, as applicable:
 - 1. For residential development.
 - a) Location, size, type and use of principal buildings or other structures to be constructed or retained on property, permanent and semi-permanent.
 - b) Location and size of any water bodies, watercourses or wetlands to be constructed, altered, relocated or mitigated.
 - c) Location, width and nature of proposed rights-of-way and easements.
 - d) Location, size and identification of the major features of proposed water and sewer systems.
 - e) Other significant proposed features with requirements addressed in this chapter.
 - 2. For non-residential development.
 - a) General grading/drainage plan and resultant drainage basins.
 - b) Location and size of any water bodies or watercourses to be constructed, altered or relocated.
 - c) Location and size of areas to be developed as residential or non-residential lots or tracts, if applicable.
 - d) Location, size, type and use of principal buildings or other structures, other than single-family residential, to be constructed or retained on property, permanent and semi-permanent.
 - e) Location of proposed major elements of the on-site traffic circulation system, including connections to county road system, off-street parking, and loading and unloading areas.
 - f) Location, size and proposed use of common open spaces and public or

- semi-public areas, including storage areas.
 - g) Location, width and nature of proposed rights-of-way and easements.
 - h) Location, size and identification of the major features of proposed water and sewer systems.
 - i) Location, size and type of major screening and buffering to be done.
 - j) Location of wetland mitigation areas.
 - k) Other significant proposed features with requirements addressed in this chapter.
 - c. Show scale of plan, north arrow, a legend for abbreviations and symbols used in the drawing and notes where needed for clarification. The notes should indicate any improvements such as streets, easements, water retention areas, etc. that are proposed to remain in private ownership and not be dedicated to the public.
- (c) *Supporting materials for non-residential development.* In addition to the information required on the conceptual plan, a written discussion and description of the overall non-residential development plan, with sufficient preliminary data to enable determination of compliance with appropriate sections of this chapter, shall be submitted, either on the plan or as separate documents. This shall address, but is not necessarily limited to, the following:
 - (1) Estimated traffic generated by the development and preliminary analysis of impact on existing facilities.
 - (2) General description of proposed handling and disposal of non-domestic solid waste and hazardous gases, liquids and other materials, if applicable. Include any air emission sources.
 - (3) A listing of all permit applications which applicant anticipates submitting to federal, state, regional and local permitting agencies.
 - (4) General soils map of project area, at scale of 1"=2,000', with subject property delineated.
 - (5) The general nature of covenants, grants, easements, or other restrictions to be imposed on the use of the land, buildings, and structures.
 - (6) A listing of all variations from the requirements of this chapter presented by this application.
 - (7) Any additional information the applicant deems appropriate for review of the use permit application.
 - (8) For temporary use permit for events.
 - a. Prior to approval, the sponsoring organization shall have furnished the county environmental health office information as to sanitary arrangements and facilities to be used by the public and employees, and the county environmental health office shall have advised the Director in writing that such arrangements and facilities will be adequate if properly used and maintained.
 - b. The applicant shall demonstrate that adequate provisions

for off street parking and loading will be made for the traffic generated by the event and that there will be no undue disruption to or interference with the normal flow of traffic or with the rights of adjacent and surrounding property owners.

- c. Adjacent land uses shall be protected by ensuring that the hours of operation and amount of noise generated by the event is compatible with them.
- d. The applicant shall demonstrate adequate litter control.
- e. In cases where it is deemed necessary, the commission may require the applicant to post a bond to insure compliance with the conditions of the temporary use approval.
- f. If the applicant requests the county to provide extraordinary services or equipment, or if the commission determines that such is necessary to protect the public health, safety or welfare, the applicant shall be required to pay to the provider a fee sufficient to cover the costs of such service.

FEES:

Permitted = \$250.00

SUP Minor = \$500.00

Minor Subdivision = \$300.00